

# **Idaho Heating, Ventilation and Air Conditioning Board Meeting**

Thursday – June 5, 2003  
Division of Building Safety – Meridian, Idaho

CALL TO ORDER	Chairman Minegar called the meeting to order at 9:05 am on Thursday, June 5, 2003 at the Division of Building Safety, Meridian, Idaho.
PRESENT	Board members present included Pat Minegar, Russ Firkins, Jim Bledsoe, Steve Brown, Steve Keys, and Mike Wisdom. Present from the Division of Building Safety were Dave Munroe, Administrator; Marsi Woody, Financial Officer; Shauna Wallace, Administrative Assistant and recording secretary; Bob Rawlings, Plumbing Bureau; Gary Malmen, Electrical Bureau; Arlan Smith, Building Bureau; Lisa Stover, Building Bureau; Jack Rayne, Building Bureau; Al Caine, Electrical Bureau. Also present were Maria Barratt, Division of Financial Management; Butch Stahl, In-Stahl Heating, Inc.; Brent Moore, SMW#60; and John Eaton, BCASW1.
BOARD MEMBER BUSINESS	Chairman Minegar asked everyone in the room to introduce themselves. Chairman Minegar informed the Board that Tom Scholtens resigned leaving the County representative position vacant. Dave Munroe suggested looking into having Steve Brown move from the City representative position to the County representative position as the City representative position is an easier one to fill. Mr. Munroe will be accepting applications for submittal to the Governor.
MINUTES OF 5/29/03	<u>Russ Firkins moved to defer the review and approval of the minutes from the May 29, 2003 Board meeting until the next Board meeting [June 12, 2003 – SLW 6/13/03].</u> <u>Seconded. Passed.</u>
REPORT BY CHAIRMAN MINEGAR	Chairman Minegar reported on a meeting he and Jim Bledsoe attended in Northern Idaho in an effort to inform the public on both SB 1133aa and on the statewide association they are currently trying to get underway. Chairman Minegar and Mr. Bledsoe were able to clear up numerous misconceptions. Chairman Minegar will provide a sheet of talking points to Mr. Munroe. One of the concerns was that Northern Idaho was not represented on the Board. Mr. Munroe informed the Board that he had not received any resumes from the North prior to the Board appointments. Chairman Minegar looks forward to being able to disseminate information to all interested parties statewide through the HVAC Board website [to be hosted by the Division of Building Safety – SLW 6/13/03].
CONTRACTOR LICENSING - PROCESS	<p>Chairman Minegar expressed concern regarding the contractor licensing timeline. It will be necessary to have a system that staggers the licensing.</p> <p>John Eaton provided a three-page handout to the Chairman outlining requirements of other states. [copies made and distributed to the Board – SLW 6/13/03] Mr. Eaton also provided to the Board a synopsis of the state of Alabama's program and gave the Board a brief overview.</p> <p>Al Caine described to the Board the licensing process practiced by the Electrical Bureau and how the Bureau implemented the process. Electrical journeymen licenses are on a three-year staggering rotation. Contractor and Apprentice licenses are annual licenses.</p>

Chairman Minegar asked how the Plumbing Bureau ran their license renewal process. Mr. Firkins informed the Board that plumbing licenses are renewed in December of each calendar year.

Mr. Firkins distributed to the Board handouts he created on the HVAC licensing process and the HVAC special grandfather licensing process. Mr. Firkins felt it would be best to start out by staggering the license renewal dates. He also warned the Board that there are people who feel their birth month is confidential information so any renewal process should probably not be based on birth date. Mr. Caine suggested to the Board that they could avoid tracking by birth date using an issue date instead.

Steve Keys recommended to the Board that they follow the Electrical Bureau's licensing process as it appears to work well. In the beginning it will be necessary to arbitrarily assign a renewal date, but should stick with the three-year license. Mr. Keys would like to see Division of Building Safety licenses be uniform to allow for more than one endorsement in the future.

Chairman Minegar and Mr. Bledsoe felt it was important that the contractors be informed and educated in an effort to get them to license early.

Mr. Bledsoe suggested Bob Corbell's office might be able to provide a list of dealers in the state.

Mr. Keys made a motion that the Division prepare for presentation at the next Board meeting a pattern rule following the Electrical Bureau's concept as far as licensing of journeymen and apprentices, but with the exception that it incorporate contractor licensing on an annual staggered basis instead of a fixed date, and bring that back to the Board for consideration at the next meeting. Seconded. Passed.

#### CONTRACTOR LICENSING – FEES

Mr. Munroe pointed out to the Board that fees are set in Code.

#### CONTRACTOR LICENSING – GRAND FATHERING

Chairman Minegar points out that while the public has been told they would be grandfathered in there does need to be some criteria. Mike Wisdom joined the meeting at this time. Ideas thrown out by the Board included: testing, duration in business, have claims of employment notarized, open book test on law, testing after viewing a video, and bond; anyone who can prove they were in business prior to effective date.

Chairman Minegar ordered a fifteen-minute break after informing the Board that their binders had disks and hardcopies of SB 1133aa and the administrative rules of the Electrical and Plumbing Bureaus for their review.

Mr. Firkins suggested extending the grand fathering deadline to December 2004. Mr. Keys suggested journeymen prove four years trade experience possibly using certifications and other licenses; and apprentices prove experience or must start at ground zero. Mr. Firkins asked the Board to review the handouts with their outlines for the next Board meeting. Brent Moore suggested to the Board that apprentices graduate or complete a certified program.

Mr. Keys pointed out grandfathering should only apply to Idaho businesses.

#### BOARD MEETING CALENDAR

After some discussion, Chairman Minegar finalized the next two Board meetings are to be held Thursday, June 12, 2003 and Thursday, June 19, 2003 from 9:00 am to 12:00 pm each day at the Division of Building Safety in Meridian, Idaho.

DISCUSSION ON  
JUNE 12, 2003 MTG.  
AGENDA

Chairman Minegar discussed items necessary for the next Board meeting's agenda. He suggested reviewing SB 1133aa and going over questions and concerns. Discuss administrative rules for grand fathering and licensing.

EXECUTIVE  
SESSION

Mr. Firkins moved the Board go into executive session, along with Dave Munroe, to consider personnel issues. Seconded. Steve Brown – aye; Steve Keys – aye; Russ Firkins – aye; Jim Bledsoe – aye; Mike Wisdom – aye; Pat Minegar – aye. Passed.

ADJOURNMENT

The meeting was adjourned at 11:30 am.

Respectfully submitted

Shauna Wallace